



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 4650.1A
01
17 Nov 98

NSHS BETHESDA INSTRUCTION 4650.1A

From: Commanding Officer

Subj: TEMPORARY ADDITIONAL DUTY (TAD) POLICY AND PROCEDURES

Ref: (a) Joint Travel Regulations, Volume 1 and 2

Encl: (1) Travel Administration Standard Operating Procedures

1. **Purpose.** To provide guidelines and establish policy for Naval School of Health Sciences (NSHS), Bethesda in the administration of official travel performed by military and civilian personnel.

2. **Cancellation.** NSHSBETHINST 4650.1

3. **Background.** The NSHS staff uses travel funds to support command mission, update professional skills, and increase knowledge in the performance of official duties. It is very important for the command to ensure maximum training accomplishments in all areas under its responsibility. It is also important that professional staff maintain their competence through educational programs, conferences, seminars, and certification examinations. To maximize scarce resources, wise decisions must be made in selecting the contents and sites of the training, certification, and professional development.

4. **Guidance.** The following guidelines apply to individuals funded for certification, educational and professional conferences, seminars, and courses. These are guidelines and not policy as supervisors, department heads, and directors are ultimately responsible for the proper selection and utilization of appropriated funds.

a. Travel by Department of Defense (DOD) personnel is frequently the subject of inspection. All travel by military and civilian personnel must be justified in terms of purpose, reason, and proper evaluation that the alternate means of accomplishing the task is unsatisfactory.

b. All individuals requiring travel funding will have the same opportunity to maintain their professional standing.

c. Generally, depending on the availability of funds, each individual will be entitled to one funded professional conference or course each year. Active duty members selected for operational, management or specialty courses may attend additional courses required to comply with the needs of the Navy.

d. Site selection should be determined by the proximity to the command, not solely determined by the site of the training itself. Travel to "far away places" should be limited to "mission essential" travel only as many courses and seminars are conducted at a variety of places.

5. **Action.** All staff will comply with the provisions specified in enclosure (1) relative to requesting, executing and liquidating TAD orders.

a. Directors must be the gatekeepers of travel. The use of travel funds is a serious matter. Close watch and a serious concern for the total NSHS funding responsibility should be a commitment of everyone. Directors must be mindful to optimize travel dollars so others may benefit from educational opportunities. Directors must plan and oversee the travel responsibility of their directorate.

b. Travelers have the obligation of keeping travel expenses as low as possible so that more travel may take place during the year. NSHS staff, upon return from travel, should prepare a trip report of the highlights of the conference, seminar, or training to share their experiences with others. If the learning has broad application, the returning traveler will share information acquired or hold a class on the lessons learned.

c. The Director for Resources Management/Comptroller will be the point of contact for all travel funded by this command and will act as the command advisor for all travel matters.


D. A. WYNKOOP

Distribution:
List I

NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND

TRAVEL ADMINISTRATION
STANDARD OPERATING PROCEDURES

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TRAVEL ADMINISTRATION

STANDARD OPERATING PROCEDURES

1. INTRODUCTION

This information applies to all military and civilian staff of NSHS, Bethesda to effectively manage travel funds allocated for the operation of this command. It does not pertain to military permanent change of station travel, travel of non-NSHS staff members, special program travel of students, or non-claimancy 18 funded travel.

The command will accomplish travel as provided in the travel plan that has been approved by the Commanding Officer. By following the travel plan, it will expedite the processing of travel requests, issuing of TAD orders, obtaining airline tickets, and other travel arrangements. Any travel request not previously approved and not having an assigned Travel Control Number (TCN) on the travel plan will be forwarded through the chain of command for CO's approval. A travel request that has been approved on the travel plan and has an assigned TCN must still submit an approved TAD Worksheet before Travel Division can issue TAD orders. Directors may substitute trips for approved TCNs provided that the cost does not exceed the amount in the travel plan. As a general rule for substitutions, a trip must fulfill the same purpose as someone else can do the originally approved trip or using TCNs scheduled at a later time.

To identify approved travel and the level of funding needed to support the travel requirements of the command, the following procedures will be used:

a. The annual budget call process is the primary means of developing and submitting an annual travel plan. Operating Target (OPTAR) holders will forward a plan to the Comptroller, via the Department Head or Director. The travel plan will identify travel requirements and assist the Budget Advisory Council and the CO in determining which travel requirements will be approved for funding. This approved travel plan will become the basis for the OPTAR holders to monitor the travel portion of their OPTAR phasing plan.

b. The annual travel plan will identify budget requirements so that upon receipt of the Annual Planning Figures or Resources Authorization, the Comptroller will allocate the travel OPTARs. If funds are not available for the entire plan, Directors will be required to prioritize travels to stay within funding availability.

c. OPTAR holders will ensure they do not spend in excess of their travel OPTARs. They will periodically update the travel plan, at least quarterly. During the execution phase of the fiscal year, unfunded requirements or addendum to the travel plan may be submitted as required, however, it is not always expected that these requirements can be funded. The Commanding Officer will review and make the decision whether to approve or disapprove each unfunded travel requirement to meet command's mission requirements.

2. TRAVEL DEFINITIONS

a. Administrative Travel. Travel which does not directly impact on essential critical mission objectives. Examples of administrative travel are assist visits between activities, and courses not specifically required for job performance.

b. Area within the Limits of the Permanent Duty Station. A local commuting area is a geographical area within which the commuting public travels during normal business hours. An arbitrary mileage radius is not established.

c. Authorized Approving Official. Commanding Officer or the Executive Officer and the Comptroller, whom the Commanding Officer has specifically delegated in writing to execute such authority, are authorized approving officials for TAD orders.

d. Automated Travel Orders System (ATOS) Plus. A software application for travel management to maintain a data base. Its primary use is to process and maintain travel programs.

e. Civilian Training. Learning experiences aimed at acquiring the knowledge, skills, and abilities to improve and maintain present official duties, tasks and responsibilities.

f. Civilian Permanent Change of Station (PCS) Order. Expenses paid by the gaining activity for civilian personnel who are hired from locations outside the Washington, DC area.

g. Continental United States (CONUS). The 48 contiguous states and the District of Columbia. Any country, territory, or state outside this jurisdiction is considered Outside Contiguous United States (OCONUS).

h. Continuing Education. Attendance at periodic meetings, conferences, or conventions to update professional skills or to make a speech or presentation in a formal program, which grants continuing education credits.

i. Frequent Traveler. Military E-7 or above, civilian GS-9 or above, including the equivalent in the federal wage system and other pay systems, who are required to travel on official TAD/TDY at least twice a year. All others are considered frequent travelers upon completion of a first trip. .

j. Invitational Travel Order. Travel which may be authorized for non-Federal employees.

k. Military Training. Training that provides information or skills to be used at the present duty station, without such training the individual cannot perform assigned duties.

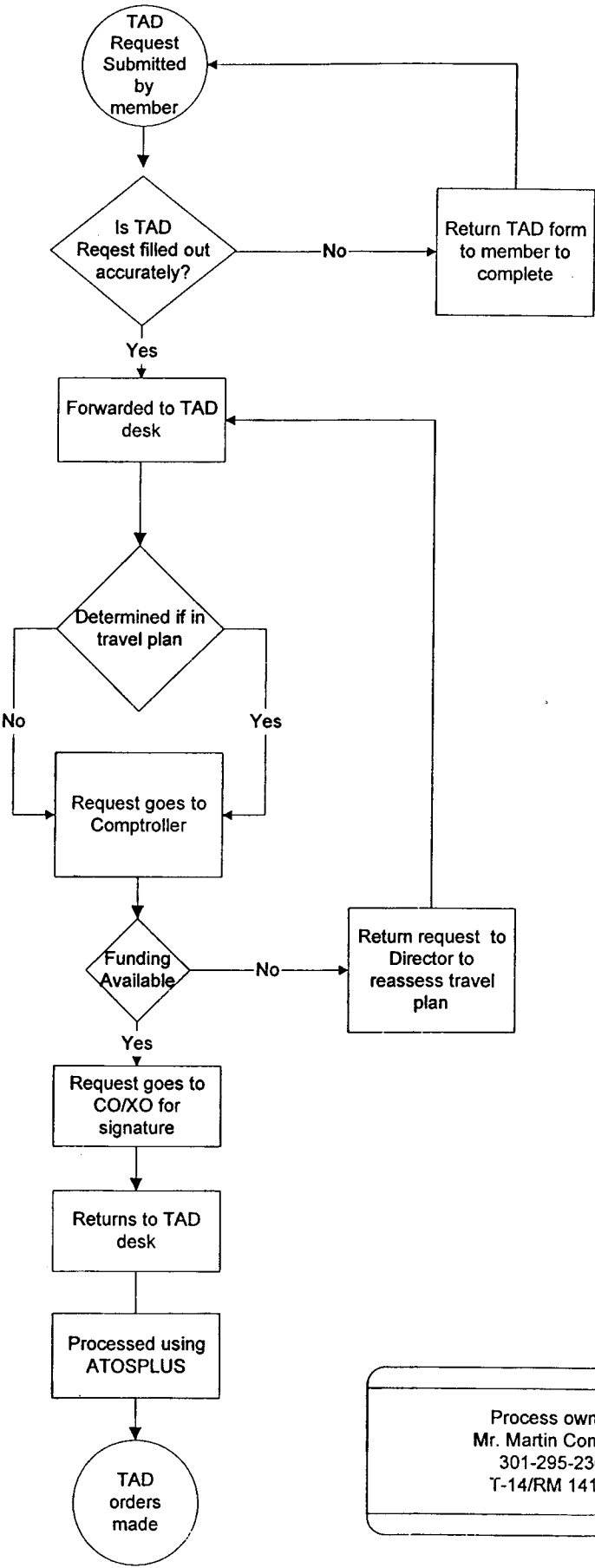
l. Mission Essential Travel. Travel necessary to carry out basic mission objectives, this travel cannot be deferred to another fiscal year.

m. Permissive Temporary Additional Duty or "No Cost" TAD Orders. In certain circumstances, travel may be desirable, however, it may not warrant the expenditure of travel funds. Under these circumstances, the approving official may write authorization orders (permissive TAD orders) permitting the person to travel at no expense to the government.

n. Temporary Additional Duty (TAD) Orders (NAVPERS 1320/16). TAD orders assign a military member to temporary duty in addition to present duties. TAD orders direct the member, upon completion of the TAD, to resume regular duty.

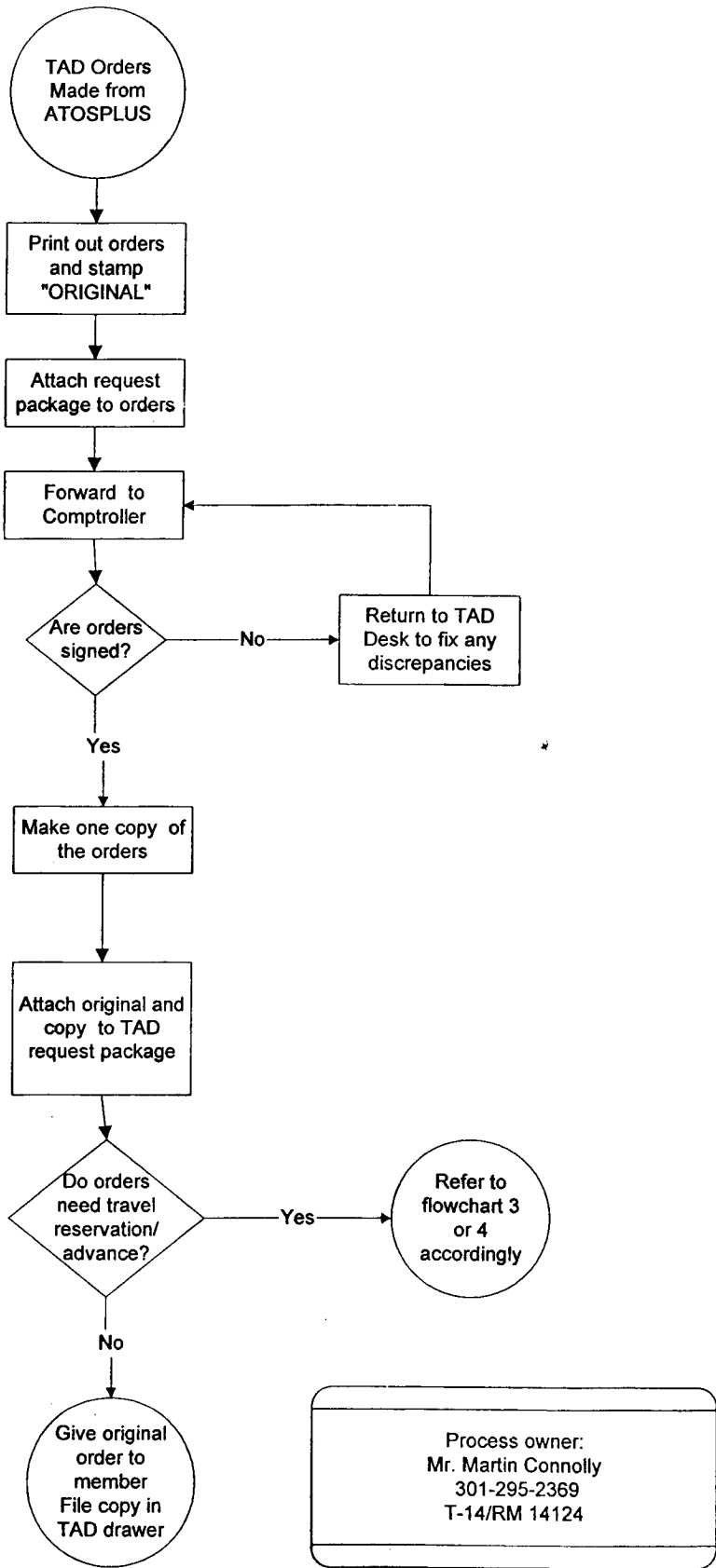
o. Temporary Duty (TDY) Orders (DD Form 1610). Orders that direct or authorize a civilian employee to perform

Process TAD Orders Flowchart #1

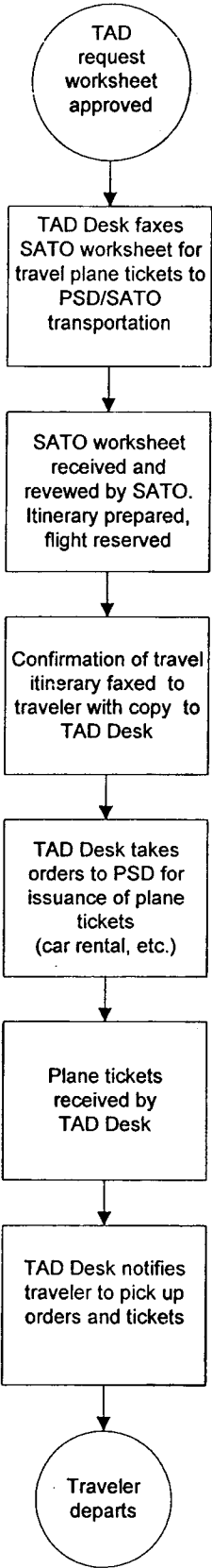


Process owner:
Mr. Martin Connolly
301-295-2369
T-14/RM 14124

Process TAD Orders Flowchart #2



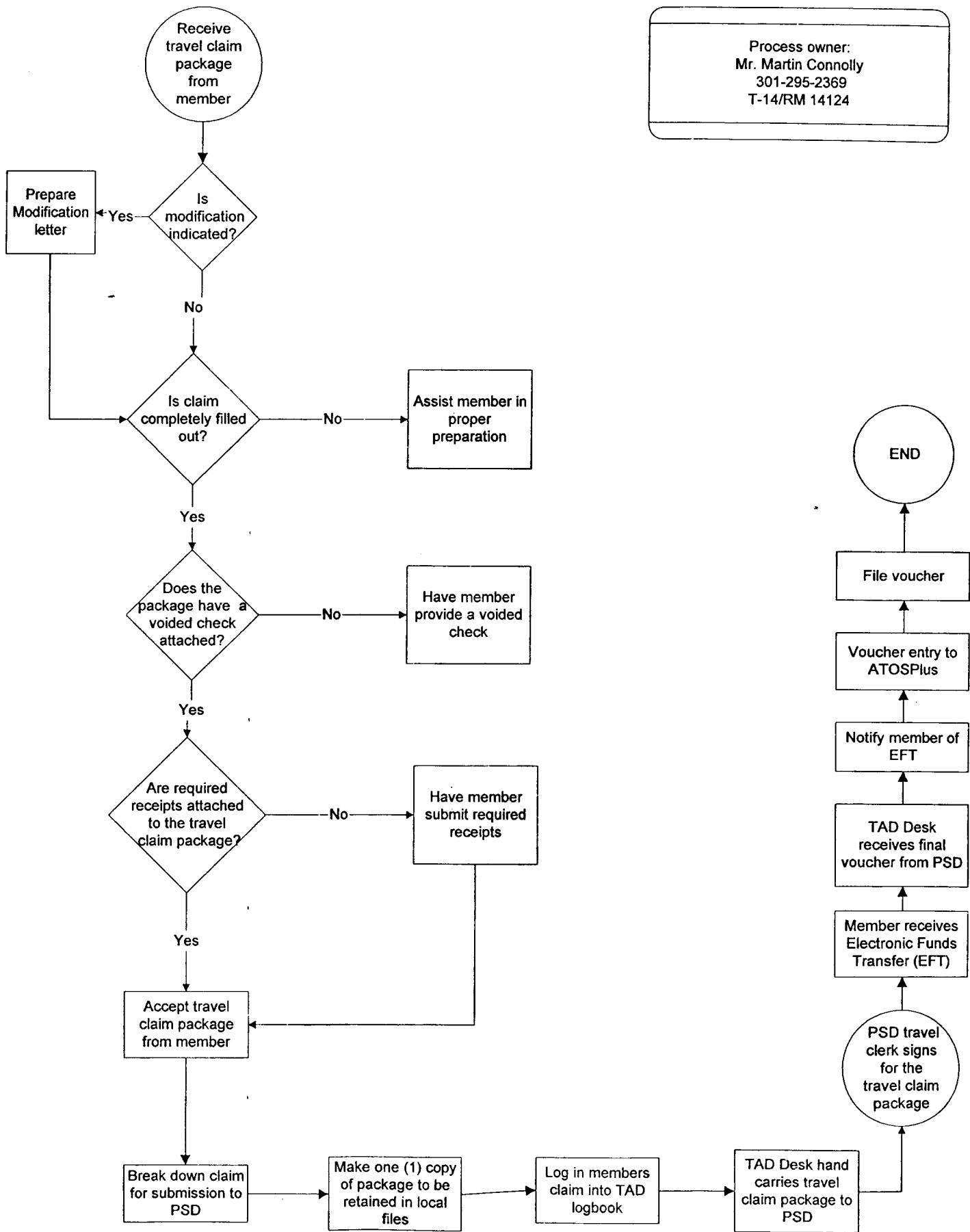
Process TAD Orders Flowchart #3
Reservations



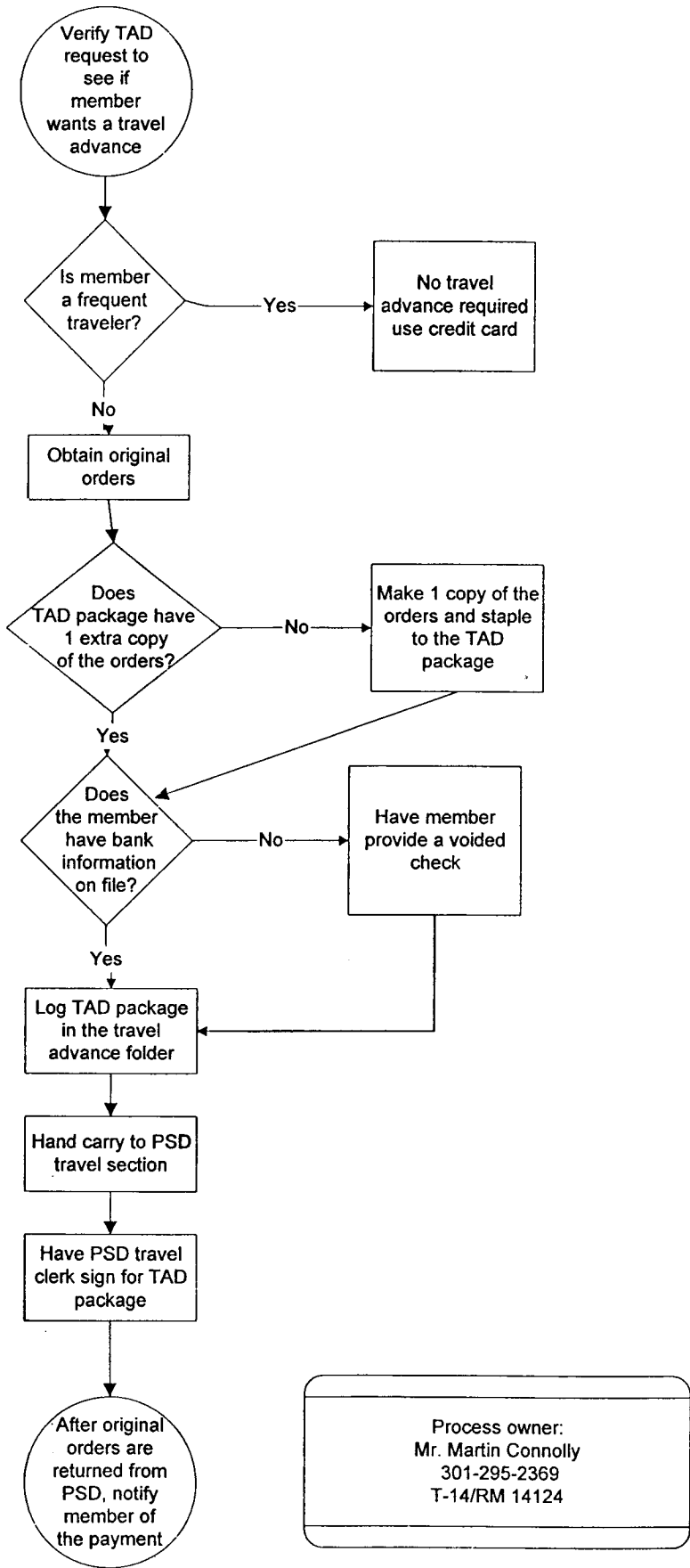
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Process TAD Orders Flowchart #5
Travel Claim Submission

Process owner:
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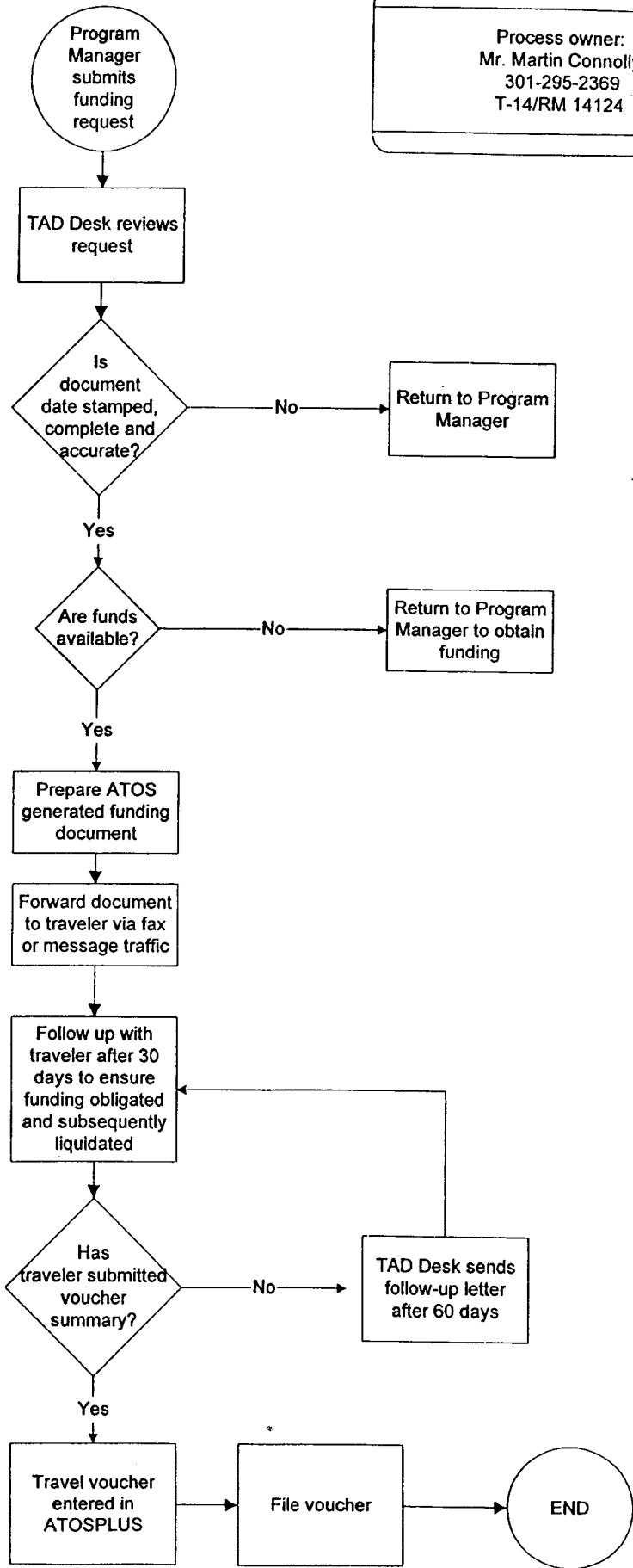


Process TAD Orders Flowchart #4
Travel Advances



Process TAD Orders
Flowchart #6
BUMED Funded Travel

Process owner:
Mr. Martin Connolly
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POINTS OF CONTACT

A. Travel Division

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B. Personnel Support Detachment

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SATO (Navy Rep - Quality Control)	301-295-1067
Travel Claims	301-295-0606